



Enclosure 2b  
September 8, 2016

## Minutes of the Council on Postsecondary Education Personnel Committee Meeting

Wednesday, July 13, 2016, 5:30 p.m.  
Office of the Postsecondary Commissioner  
560 Jefferson Boulevard  
Warwick, Rhode Island 02886

The Personnel Committee of the Council on Postsecondary Education met on Wednesday, July 13, 2016, at the Office of the Postsecondary Commissioner on 560 Jefferson Boulevard, Warwick, RI. At 5:30 p.m. Chair Green called the meeting to order and asked for the roll to be taken, after which he declared a quorum present.

**Present:** Chair Rachelle Green, Chair William Foulkes, and Senator Thomas Izzo.

**Absent:**

### 1. ACCEPTANCE OF THE AGENDA

Chair Green entertained a motion to accept the agenda for July 13, 2016.

On a motion duly made by Senator Izzo and seconded by Chair Foulkes, it was

<b>VOTED:</b>	<b>THAT</b>	The Personnel Committee accept the agenda for the meeting of July 13, 2016 as presented.
	<b>VOTE:</b>	3 members voted in the affirmative and 0 members voted in the negative as follows:
	<b>YEAS:</b>	William Foulkes, Senator Thomas Izzo, Rachelle Green.
	<b>NAYS:</b>	0
	<b>ABSTAINS:</b>	0

## **2. DISCUSSION ITEMS**

- a) Review current personnel policy and discuss possible changes.

The Committee reviewed the current Council Personnel Policy Manual and discussed the potential restructuring and updating of the document, including the separation of administrative procedures and employee policies into two separate documents. There was also a discussion on incorporating existing stand alone policies into the policy manual.

The Committee also discussed the proposed amendment (Section 10.08) which would require the institutions to report all personnel actions to the Council on a quarterly basis. The Committee asked Anne Marie Coleman to prepare a draft template for the reporting of such personnel actions to the Council.

- b) Review of the management letter content and deadline for presidents and commissioner to respond.

The Committee reviewed the guidelines for the 2015-16 management letters for the Commissioner and the presidents, as well as the existing Council policy on annual evaluations and contract renewals.

## **3. EXECUTIVE SESSION**

At 6:40 p.m. Chair Green entertained a motion to enter into Executive Session for the following:

- a) Discussion regarding upcoming annual and contract renewal evaluations, pursuant to RIGL§ 42-46-5 (a)(1).

The Chair noted that the individuals involved in those items have been notified in writing of their right to have these discussions take place in Open Session, and they have indicated no objection to proceeding in Executive Session.

On a motion duly made by Chair Foulkes and seconded by Senator Izzo, it was

**VOTED:**            **THAT**            the Personnel Committee enter into Executive Session for:

a) Discussion regarding upcoming annual and contract renewal evaluations, pursuant to RIGL§ 42-46-5 (a)(1).

**VOTE:**            3 members voted in the affirmative and 0 members voted in the negative as follows:

**YEAS:**            William Foulkes, Senator Thomas Izzo, Rachelle Green.

**NAYS:**            0

**ABSTAINS:**      0

All non-Committee members were excused for the Executive Session.

**The Committee reconvened in Open Session at 7:30 p.m.**

On a motion duly made by Chair Foulkes and seconded by Senator Izzo, it was:

**VOTED:**            **THAT**            The Personnel Committee seal the minutes of the Executive Session held on July 16, 2016.

**VOTE:**            3 members voted in the affirmative and 0 members voted in the negative as follows:

**YEAS:**            William Foulkes, Senator Thomas Izzo, Rachelle Green.

**NAYS:**            0

**ABSTAINS:**      0

#### 4. ADJOURNMENT

On a motion duly made by Chair Foulkes and seconded by Senator Izzo, it was:

<b>VOTED:</b>	<b>THAT</b>	The Personnel Committee adjourn its meeting.
	<b>VOTE:</b>	3 members voted in the affirmative and 0 members voted in the negative as follows:
	<b>YEAS:</b>	William Foulkes, Senator Thomas Izzo, Rachelle Green
	<b>NAYS:</b>	0
	<b>ABSTAINS:</b>	0

The meeting adjourned at 7:32 p.m.